

# To Ensure Access to the HCBS Web Tool

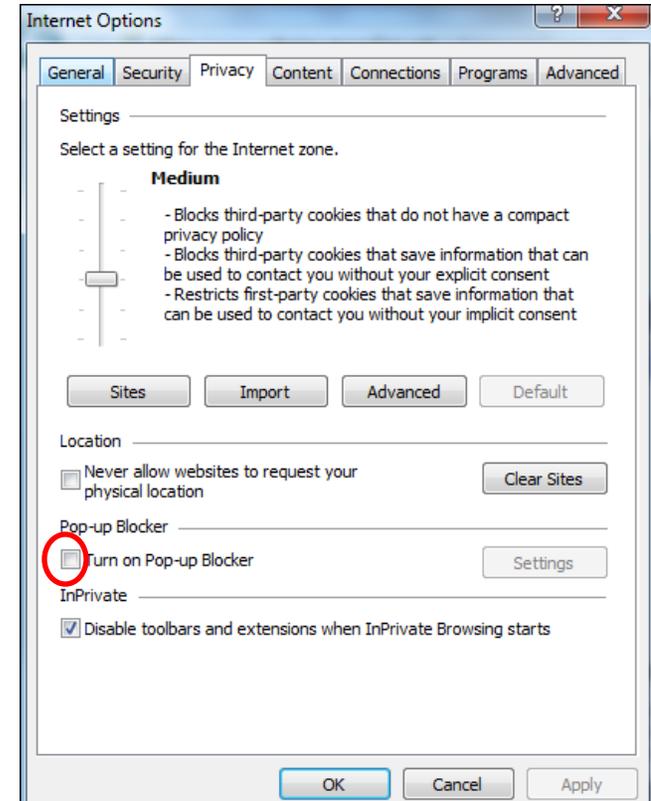
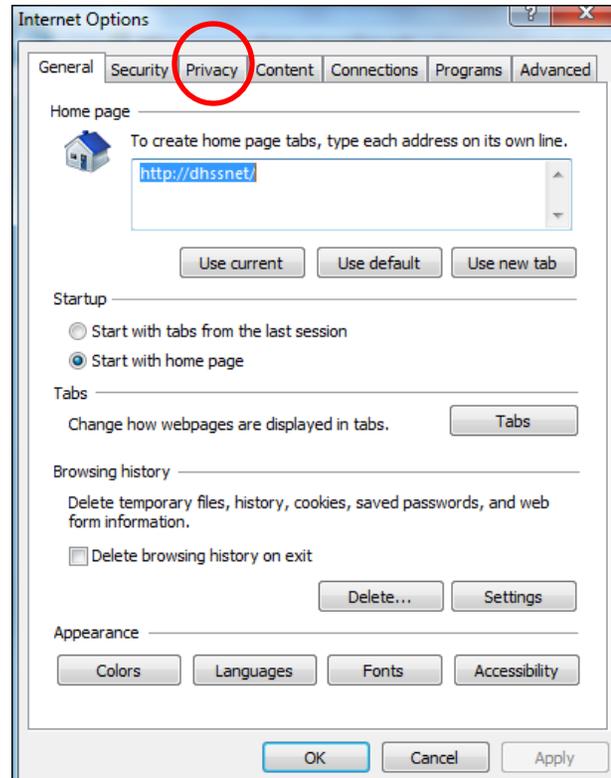
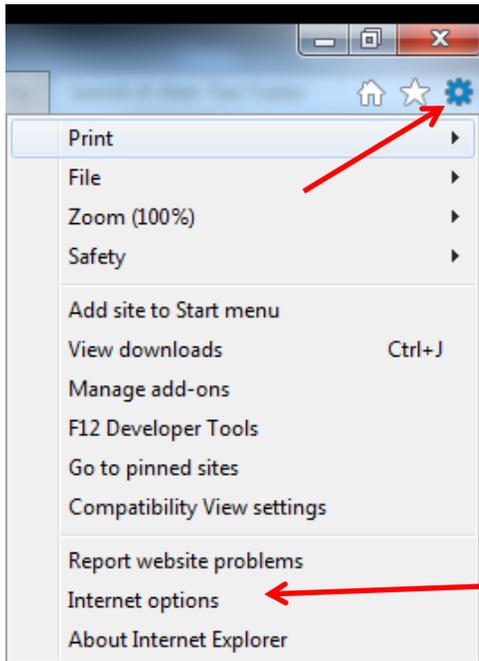
## 1. Turn off Pop-up Blocker

From the tools menu of your internet browser, select Internet options:

- Internet Options

- Select Privacy tab

- Checkbox should be unchecked

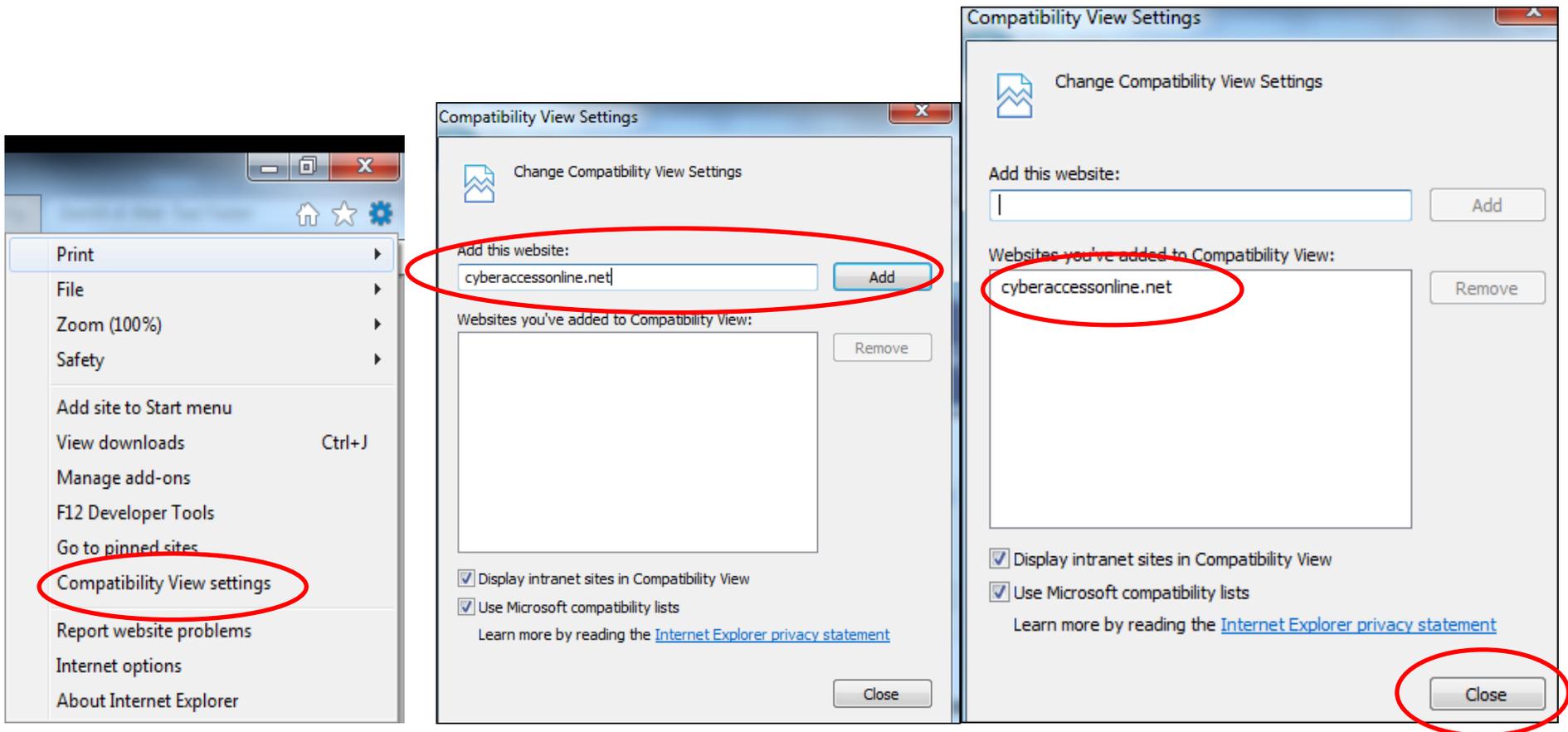


## 2. Compatibility View Settings:

Click on the **Internet Tools**, or **Tools** menu by clicking either the “gear wheel”, in the top-right of the browser window (as seen above), or the “Tools” menu (Alt key). When the **Compatibility View Settings** dialog box opens, enter the URL domain name in the “Add this website:” entry field. The website may already be displayed. Click **Add** button, then **Close**.

- Internet options

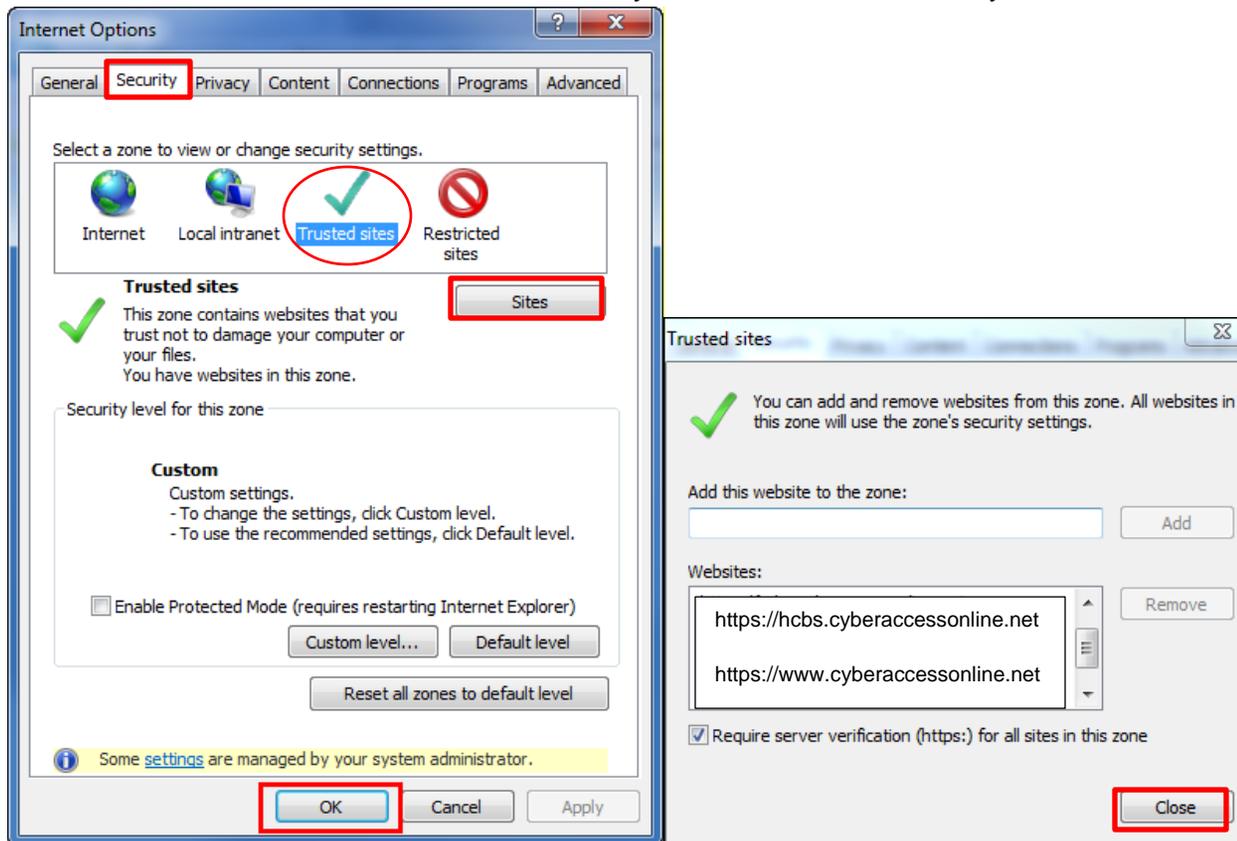
- If Cyber URL is not in Compatibility View, select Add and Close



### 3. Trusted Sites

Click on the **Internet Tools**, or **Tools** menu by clicking either the “gear wheel,” in the top-right of the browser window, or the “Tools” menu. When the **Internet Options** dialog box opens, select the **Security** tab.

On the **Security** tab, select **Trusted Sites** in the “Select a zone to view or change security settings” section, and click on the **Sites** button. When the **Trusted Sites** dialog box opens, **ensure that both URL’s (Cyber and HCBS) are listed in the “Website” textbox**. If needed, type the URL information in “Add this website to the zone:” field. If text is displayed in the smaller textbox, you may type over it. Click the **Add** button after each entry, then click **Close** when you have finished.



**Ensure that both URL’s (Cyber and HCBS) are listed in the “Website” textbox.**

When the **Trusted Sites** dialog box closes, click on the **OK** button on the **Internet Options** dialog box